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## For the bookshelf...

Through an arrangement with the Engineering Societies Library, the **AACE Bulletin** is instituting, with this issue, a series of reviews of new books related to cost engineering. The Engineering Societies Library monitors the release of new engineering books and when deemed of interest to cost engineers, prepares a content review which is sent to AACE. If the book appears to be particularly significant, a copy is obtained by AACE for more detailed examination and review in the **AACE Bulletin**.

### Engineer's Handbook of Management Techniques. (A Gower Press Handbook).

Edited by Dennis Lock. 1973, Gower Press, England. Distributed in the U.S. by Cahners Books, 89 Franklin St., Boston, Massachusetts 02110. 677 pages, bound. \$18.50.

This book covers a diversity of topics of interest to the cost engineer who desires to sharpen his management skills. Clear discussions are provided of many major management techniques with heavy emphasis on capital investment, cost accounting, and cost control.

The volume is divided into five parts: financial management; marketing management; administration; personnel, human relations and training; production management. In this last category there are chapters on

value engineering; planning new production facilities; project scheduling; production control; materials management; work study; quality control; and planned maintenance.

### The Encyclopedia of Management. 2nd Edition.

Edited by Carl Heyel. 1973, Van Nostrand Reinhold Company, 450 West 33rd Street, New York, N.Y. 10001. 1161 pages, bound. \$32.50.

This new edition is quite impressive in its broad scope which covers virtually any imaginable area of management. Of particular interest to the cost engineer are its extensive treatment of financial and project management including CPM and PERT. Extensive treatment is given to many cost related factors.

The book includes recent developments in electronic data processing; new insights provided by social and behavioral sciences that are having such profound effects on strategy in industrial, consumer, and public relations; linear programming, queueing theory, Monte Carlo analysis, and other mathematical decision techniques of the "new management sciences." Over 300 alphabetically arranged entries range in size from concise half-page statements to detailed 30-page articles. Over 200 contributing authors have written these articles in sufficient depth to provide a comprehensive understanding of the areas they cover. For further know-how, there are additional sources such as names of pertinent professional organizations, specialized journals, and important text and articles.

